

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and External Training School      DATE: 1 June 1956

FROM : Chief, Western Department, LETS

SUBJECT: Weekly Activities Report

**A. SIGNIFICANT ITEMS**

None

**B. OTHER ACTIVITIES**

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2. First meeting of the Area Advisory Committee since the reorganization of LETS was held on 23 May, [ ] presiding. This group includes all LETS faculty teaching area courses. It will meet once each quarter to pool the experience of the group and make policy recommendations concerning area instruction to the department chiefs. Typical subjects discussed and the consensus on each follow: (1) Courses - present resources prevent addition of new courses beyond those already projected for fiscal 1957 in the Catalogue; (2) Program promotion - most effective means is direct working level contact with division TO's and supervisors, clearing through TLO's; (3) Limitations on admissions to classes - only IAC agencies' personnel will be admitted, and auditor trend will be watched in order to keep emphasis on instruction of enrolled students; (4) Instruction - chief instructors will increase gradually number of their own lectures, relying on guest speakers chiefly for handling of current area problems; more time will be allowed for class discussion, at expense of lectures, for purpose of drill on essential elements of courses.

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3. Efforts to reinstate the Foreign Language Dining Room, which was suspended for space reasons by the R and S Cafeteria management in early April, have so far not succeeded. [ ] and [ ] have been exploring possibilities with Logistics,

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25 YEAR RE-REVIEW

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and [redacted], substituting for [redacted], has been included in talks with the manager of "K" Cafeteria. A compromise with the R and S Cafeteria management is now being sought to give us a firm commitment for use of the room at least three regular days per week. Response to this project throughout the Agency was unexpectedly good and will undoubtedly grow as the Language Proficiency Awards Program is implemented.

4. William R. Tyler, Deputy Director for Western Europe Affairs in the Department of State, was an unscheduled speaker in the "Free Europe" course on the 24th. A senior member of the delegation to the "Summit" Conference in 1955, he drew on personal experiences for an extraordinary unprepared talk on the impact of major Soviet policy changes on Western Europe's support of American strategy.

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5. [redacted] conducted a preliminary interview with [redacted] whom they hope to employ as a native speaker in their [redacted] course this summer. Mr. [redacted] personal history statement has been submitted to the Office of Personnel for processing.

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6. A request from the Inspector General's office for one set of basic [redacted] records together with a manual and a record player was filled by [redacted]

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